

## Lewistown Job Service Employers Committee

September 20, 2007

Present: Kathy Fleharty, Connie Fry, Roy Jones, Nancy Wilson, Patse Hansen, Susan Knedler, Janis Duffy.

In the absence of the Chair and Vice-Chair, Janis called the meeting to order.

Kathy gave the Treasurer's report in written format.

Minutes of the last meeting were approved as corrected. (need to remember that there is NO "e" on Fry) !!

Old Business:

**Audit:** Susan reported that she and Perry have not done the audit; she will contact Perry and it will be done before the next meeting.

**Bender Seminar:** Janis brought the group up to date on what she has done for the Seminar so far:

- two flyers have been done for the Chamber newsletter
- the "heads-up" card has been done and mailed
- brochures are ready to be folded at today's meeting
- the evaluation is done
- the local newspaper has been contacted to do a news article on the seminar, both before and after the event.

She passed around a proposed block ad for the newspaper which was slightly revised and will be in the newspaper one time at a cost of \$144. She also passed around the evaluation for comments and/or suggestions and it was somewhat revised. Lunch menus from the Yogo were distributed and it was again decided to go with the taco bar. It was decided to use both Sapphire A & B rooms and have lunch in the Center Mark if possible.

Patse reported that she had taken care of the ad on the Mid-Rivers Community Channel and will make sure that it is being run.

Perry had volunteered at the previous meeting to be in charge of doing a **KXLO Live** segment on the radio and to also arrange for **paid advertising** spots on KXLO-KLCM. Since he was not at the meeting, Patse offered to contact him to be sure that he still plans to do this. If he is not able, Janis was asked to do it. She declined due to workload (increased reception duties, out of town travel commitments and a constantly changing schedule). Patsy will ask Robin, (who tendered her resignation later in the day) and if she isn't able Roy volunteered.

**Registration table:** Kathy and Nancy volunteered to be at the registration table no later then **9:30 a.m.** on the 17<sup>th</sup> of Oct.

**ABC:** Janis turned in receipts totaling \$1440, with \$35 outstanding which will be invoiced.

New Business: None

It was decided **not to meet in October** due to the fact that the meeting date is the day after the Seminar. We will try to meet in November and Janis will send out an email notice.